



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Education  
& Early Development

FINANCE & SUPPORT SERVICES  
Child Nutrition Programs

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August 23, 2021

Mr. Chris Reitan, Superintendent  
Craig City School District  
PO Box 800  
Craig, AK 99921

Dear Superintendent, Reitan:

The National School Lunch Program at Craig City School District is scheduled for an administrative review in school year 2021-2022 per regulation 7 CFR 210.18. This administrative review will occur between October 1, 2021 and April 30, 2022.

The administrative review is a federal requirement; the purpose is to monitor compliance of the federal meal programs administered by your district. Part of this review includes an Off-Site Assessment tool, and Menu Analysis which must be completed with supporting documentation prior to scheduling the on-site review.

We will send out the site selection letter which will detail which sites will be audited and items we will be reviewing, along with a list of documentation that needs to be provided to our office prior to our on-site review.

School Districts scheduled for administrative reviews are required to have appropriate staff involved in the review process.

If you have any questions, please contact me at [Elizabeth.seitz@alaska.gov](mailto:Elizabeth.seitz@alaska.gov) or 465-8709.

Sincerely,

*Elizabeth Seitz*

Elizabeth Seitz

National School Lunch Program Coordinator

CC: Cindy Bennett, Business Manager  
Kristine Cervera, Head Cook  
Jo Dawson, State Program Manager